

**Alaska Workforce Investment Board
Executive Committee
Tuesday, January 8, 2008 – 10:00 a.m.
Teleconference: 1-800-315-6338, code 2942
Meeting Minutes**

- **Call to Order** X Andy Baker, AWIB Chair;; X Neal Foster, P&P/A&E Chair and Legislative Chair; X Tim Scott, Youth Council Chair
- **Staff**- Greg Cashen, Executive Director; Louise Dean, Project Coordinator
- **Guests** - Carol Collins, Ellie Fitzjarrald, Karen Rogina; Fred Villa; Todd Bergman
- **Approval of Agenda** –
MOTION to approve the agenda by Neal Foster;
Seconded by Tim Scott. MOTION carries unanimously.
- **Approval of Minutes** – December 11th
MOTION to approve December 11th, 2007 Ex Co meeting minutes by Tim Scott;
Seconded by Neal Foster. MOTION carries unanimously.
- **Action Items**
 1. Finalize February AWIB Agenda – Discussed minor changes to agenda.
MOTION to approve the February 11th and 12th AWIB meeting agenda by Tim Scott.
Seconded by Neal Foster. MOTION carries unanimously.
 2. Kotzebue Job Center Resolution – The resolution has not been modified. Andy indicated Nome was also a satellite center and suggested the resolution be modified to include Nome also.
MOTION to approve the resolution with the addition of Nome Job Center by Neal Foster.
Seconded by Tim Scott. MOTION carries unanimously.
- **Discussion Items**
 1. AWIB Annual Report the Legislature – Greg discussed cover letter and executive summary. Neal Foster will have the legislative committee review the report from Research and Analysis at the end of January. Greg will speak with Brynn Keith regarding completion date of the report.
 2. Vocational Training Instructor of the Year Award – Greg reported there have not been any nominations. Staff will resend list to employers and ask the commissioner's office for a list of names. Will send copy of request to the Ex Co.

- **Reports**

1. Director – Greg Cashen – Update on staffing, recruited for a Project Coordinator. Eight people made it through the first level, one person to the second level. Will reopen recruitment.
2. Chair – Andy Baker – Need to fill the vice-chair seat for the interim. Neal Foster will fill the role on an interim basis.
3. Committees – David Stone, Neal Foster, Tim Scott –
Tim Scott, Youth Council, there will be a face to face meeting on January 24th. Commissioner Bishop has asked Greg to set up a meeting for the ad hoc committee for follow up.
Neal Foster, Policy and Planning/ Assessment and Evaluation Committee meeting is scheduled for January 22nd. Regional Advisory Councils has been a priority for the committee. The committee will be working on the three strategic directives.
Neal Foster, Legislative Committee – Neal and Andy will be traveling to Juneau on January 23rd to meet with the Commissioner, and Paula to discuss strategy for meeting with the legislature.

- **Other Items:** Questions from AWIB Members

Karen Rogina gave an update on the Workforce Readiness Ad Hoc training plan. The committee has put together a good action plan. Final ad hoc meeting is this Friday, January 11th. They will have a template to present to the board at the February meeting.

- **Adjournment:** 10:51 a.m.

- Next Ex Co meeting scheduled for February 10th at 6:00 p.m. in Juneau.